CITY OF OCEANSIDE

REVISION: JANUARY 2006
CLASS CODE: 1418US
UNIT: SUPERVISORY/ADMIN

ASSISTANT TRAINING OFFICER/NURSE EDUCATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, oversee and coordinate assigned program activities within the Fire Department such as those associated with the Continuous Quality Improvement program, Communicable Disease program, Fire Training program, Continuing Education program or the assigned training programs; to implement program goals and objectives; to perform a variety of administrative, professional, and technical tasks in support of assigned area of responsibility; and to perform related duties as assigned.

EXAMPLES OF DUTIES--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Oversees and coordinates assigned program activities within the Fire Department such as those associated with the Continuous Quality Improvement program, Communicable Disease program, Fire Training program, Continuing Education program or assigned training programs; develops, organizes, implements and evaluates services and activities related to assigned programs; establishes schedules and methods for providing assigned services; recommends and assists in the implementation of program goals and objectives; implements policies and procedures; maintains records and develops reports concerning new or ongoing programs and program effectiveness; participates in the preparation and administration of assigned budget; monitors program compliance with laws, rules, and regulations related to provision of related services; maintains awareness of new developments in assigned field.

When assigned to Emergency Medical Services

Performs a variety of duties involved in the management of the Continuous Quality Improvement program under the Emergency Medical Services Division of the Fire Department; monitors, reviews, evaluates and promotes improvement of patient care and documentation of same utilizing various methodologies and techniques; reviews current Federal, State, County, and City policies related to EMS care; assists in the generation or revisions of EMS policies and procedures to ensure direction of care is appropriate to current standards at the local and County level; serves as resource for the interpretation of State and local EMS policies and procedures; provides concurrent review of care via direct observation of care in both the field and classroom setting; provides retrospective review via chart audit, tape review, and receipt and investigation of patient care related referrals from both internal and external sources; provides feedback from reviews through verbal contacts, written reports, and classroom teaching to ensure problems are addressed and improved care is supported; serves as agency supervisor for reporting of mandated child and elder abuse reporting; serves as program coordinator for the transition to and implementation of new electronic pre-hospital patient care record keeping system; assists in the planning, development, implementation and evaluation of EMS training and Continuing Education of Oceanside Fire Department and other City personnel.

When assigned to Training Division

Assists in the management of the Fire Training Division through the provision of analytical and training support as well as specific program management; coordinates, facilitates, schedules,

and presents training programs; develops lesson plans and instructor guides; develops audio visual programs; manages and directs the Automated External Defibrillator program for the City; serves as program manager for the Communicable Disease program for the Fire Department including surveillance, statistical trending, and employee wellness programs; analyzes State, Federal, and County training and safety mandates and regulations; develops policies and procedures for implementation of mandates or regulations; manages the Continuing Education program for the Fire Department; participates in the design, implementation, and evaluation of pre-hospital quality improvement programs; supervises employees in the pre-hospital field setting by doing ride-alongs; evaluates and tests employees paramedic and EMT job performance; provides training and program management assistance to other City departments; assists in obtaining grant monies; represents the department on various committees; acts as liaison between the Fire Department and outside agencies.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of supervision, training, and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations including County EMS policies and procedures as they relate to paramedic and EMT practices.
Scientific processes related to prehospital patient care.
Anatomy, physiology, biochemistry, and microbiology principles.
Adult learning principles and practices.
Lesson plan development principles and practices.
Modern office procedures, methods, and equipment including computers and applicable software applications.
Principles and procedures of record keeping.
Principles of business letter writing and report preparation.

Ability to:

Coordinate and implement the operations and activities of assigned programs.
Develop, review, coordinate, and schedule education programs related to the Fire Department.
Develop lesson plans, ensuring course objectives are realistic and measurable.
Interpret, apply, and ensure compliance with administrative and departmental policies and procedures as well as State and local statutes, codes, and regulations.
Conduct research and analyze and interpret data.
Maintain and update accurate records and files.
Prepare clear and concise reports.
Analyze situations appropriately and take an effective course of action.
Effectively organize and prioritize own work assignments to work within deadlines.
Respond to requests and inquires from the general public, news media, and other department personnel.
Maintain skill base to perform all patient care skills that are required of paramedics and EMT's.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience:

Five years of experience as an emergency room nurse.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in nursing, education or a related field.

License or Certificate:

Possession of, or ability to obtain certification as a Mobile Intensive Care Nurse (MICN) issued by the County of San Diego, Division of Health and Human Services Agency, EMS Division.

Possession of a Registered Nursing License issued by the California Board of Registered Nurses.

Possession of an Advance Cardiac Life Support Certificate.

Possession of an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office, classroom, and emergency medical field environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing, and walking for prolonged periods of time; light to moderate lifting; use of fingers and hands; speaking and hearing to exchange information; visual acuity to read and interpret information.